

PLACE OF HEARING Workers Compensation Board 180 Livingston Street Brooklyn, NY 11248	Part 4	Date of Hearing 04/03/2000	Time 9:00 AM	District Office Brooklyn (718) 802-6765
	WCB Case No. 09350463			Social Security No. [REDACTED]
	Date of Accident 03/03/1993		Carrier ID No. W842009	Carrier Case No. 004093 21127
CLAIMANT Mary H. Brown				

Mary H. Brown
1920 Osborne Pl
PO Box 715
Bronx, NY 10453-0715

CLAIMANT: Bring this notice with you. Read important information on reverse side.



EMPLOYER Education

CARRIER City of New York
Department of Law, WCB Div.

COPIES TO Empire Blue Cross and
Levidow, Levidow & Oberman
Israel, Adler and Ronca

PURPOSE OF HEARING:

Question of periods held in abeyance. Result of post-operative report.

EVIDENCE TO BE PRODUCED:

By Claimant: Claimant to produce post operative report.

IMPORTANT INFORMATION FOR THE CLAIMANT:

In a compensable workers' compensation case, bills for related medical treatment are the responsibility of your own employer or its workers' compensation insurance carrier. If you have used a private health insurance policy (Blue Cross, Blue Shield, G.H.I., H.I.P., or other) for payment of any bills in your workers' compensation case, please advise the private health insurer immediately.

In order to be reimbursed for any payments or co-payments you may have made for treatment or services which are the responsibility of the workers' compensation insurance carrier, you must tell the judge at this hearing about this payment.

Dated: 03/07/2000

EC-16 (8/99) 238
(01702)11100-0

THE BOARD EMPLOYS AND SERVES PEOPLE WITH DISABILITIES WITHOUT
DISCRIMINATION AND ASSURES HEARING LOCATIONS ACCESSIBLE
TO THE DISABLED. CONTACT THE NEAREST BOARD OFFICE
IF YOU HAVE SPECIAL ACCESSIBILITY NEEDS.

1
MBB
20CV-02424-Page
VEC-OTW



BOARD OF EDUCATION OF THE CITY OF NEW YORK
HAROLD O. LEVY, Chancellor

October 4, 2000

CERTIFIED MAIL RETURN RECEIPT REQUESTED (7099 3044 0014 8972 5293)

Ms. Mary Hurd-Brown
P.O. Box 715
Bronx, NY 10453

SS#: ~~XXXXXXXXXX~~

Dear Ms. Hurd-Brown,

Pursuant to Section 2568 of the State Education Law, you are directed to report to the Medical Bureau, 65 Court Street, Room 203, Brooklyn, N.Y. 11201, on October 18, 2000 at 9:00 a.m. for a medical examination. Please bring all available, relevant, current medical information.

This directive is made at the request of Mr. Richard Organisciak, Superintendent, Alternative Education. One person of your choice may accompany you to this examination. Please consult with your union representative.

Please be advised that failure to report to this examination may result in disciplinary action.

Very truly yours,

Yvonne M. Joseph
Yvonne M. Joseph
Administrator
Medical Bureau

YMJ:hl

c: Mr. Richard Organisciak, Superintendent, Alternative Educ
Mr. Robert Galli, Principal, Auxiliary Services for H.S.
Regular Mail
Medical File

**New York City Department of Education
Division of Human Resources and Talent**

65 Court Street,
Brooklyn, New York 11201

PERSONNEL MEMORANDUM NO.4, 2009-2010

April 2010

TO: All Superintendents, Network Leaders, Chief Executives, Executive Directors, Directors, Managers, Principals and Heads of Offices

FROM: Lawrence E. Becker
Chief Executive Office

SUBJECT: ACCOMMODATION REQUEST

This memorandum supersedes Personnel Memorandum #51, 1997-98. It is the policy of the NYC Department of Education to provide equal employment opportunity to all qualified individuals with disabilities. Any current or prospective employee who is a qualified individual with a disability may request a reasonable accommodation in order to assist in performing the essential functions of his/her present assignment. Determinations regarding accommodations will be made on an individual basis after a review of the following: the individual's functional limitations; the medical documentation and examination of the individual, if necessary; the essential functions of the job; and whether the granting of the accommodation would impose an undue hardship on the Department of Education. Information regarding an individual's disability will be kept confidential to the extent required by law.

REQUESTING AN ACCOMMODATION

As a first step, an individual who feels that he/she is in need of an accommodation must first discuss the request informally with his/her supervisor. An individual is not required to provide information as to the nature of his/her disability, and need only state that he/she is disabled and outline his/her functional limitations and the particular accommodation(s) requested. Examples of such accommodations are: visual aid equipment, elevator accessibility, assistance in the classroom and no escort duty. If an accommodation request is denied or cannot be provided through the above-referenced informal means, the employee may apply for a formal accommodation by submitting the Accommodation Request Form on page #2. Medical documentation to support the request must be attached. The request is to be forwarded to the N.Y.C. Department of Education, HR Connect Medical Administration Office, 65 Court Street, Room 201, Brooklyn, New York 11201, Att: Accommodation Unit.

ADDITIONAL MEDICAL DOCUMENTATION AND/OR EXAMINATION

After reviewing the initial request and supporting medical documentation, additional medical documentation and/or an examination may be necessary to determine whether a reasonable accommodation is possible. In such cases, a request for additional information and/or a medical appointment notice will be mailed to the employee's home.

GRANTING AN ACCOMMODATION

If a DOE physician determines that an employee has a disability and requires an accommodation, the DOE's Office of Equal Opportunity (OEO) will be notified of the physician's determination. This notification will include the employee's limitations. Upon receipt of the information, OEO will contact the employee's supervisor in order to determine the feasibility of granting an accommodation. If a reasonable accommodation is possible, OEO will forward the details of the accommodation to the Medical Office. Once granted, accommodations may be reevaluated, modified or terminated due to changed circumstances.

NOTIFICATION OF A DETERMINATION

When a final determination to either approve or deny an accommodation request has been rendered, a letter will be mailed to the employee's home. A copy of the final determination letter will be placed in the employee's medical file and also forwarded to the employee's supervisor and the Office of Equal Opportunity.

Please contact the HR Connect Medical Administration Office at 718 935-2731 should you require any assistance or clarification.

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9:09



work TRAC CHARGE...



Dated: 03/07/2000

EC-16 (9/99) 238

THE BOARD EMPLOYS AND SERVES PEOPLE WITH DISABILITIES WITHOUT
DISCRIMINATION AND ASSURES HEARING LOCATIONS ACCESSIBLE
TO THE DISABLED. CONTACT THE NEAREST BOARD OFFICE
IF YOU HAVE SPECIAL ACCESSIBILITY NEEDS.

Page 1 of 1

Rating Officer

Steven Grossman <nycattendanceteachers@gmail.com>

Sun 11/18/2018 7:01 PM

To: Hurd Mary <MHurd@schools.nyc.gov>

Cc: Steven Grossman <sgrossman@uft.org>

Hi Mary,

I most assuredly did get back to you.

We had a *long discussion about who the rating officer is*. It is and always has been the payroll principal.

With that said, the guidelines on AT ratings are lacking in detail. We also discussed that in some detail.

Obviously you did not get the result you had hoped for. What happened with the promise that Ms. Suttell made to you and our discussion about approaching her at the PD.

Sincerely,

Steve Grossman

Rating Officer

Steven Grossman <nycattendanceteachers@gmail.com>

Sun 11/18/2018 7:01 PM

To: Hurd Mary <MHurd@schools.nyc.gov>

Cc: Steven Grossman <sgrossman@uft.org>

#24
MH
20-CV-02424-
VEC-OTW

NYC
Department of
Education
Chancellor Richard A. Carranza

An Introduction To Travel Reimbursement & Approval Certification (TRAC)

Published by:
DFO
DIVISION OF FINANCIAL OPERATIONS
Payables Administration

3
MNB
20-CV-02424-VEC-OTW

TRAC Travel Options

Out of Town Travel-Reimbursement

- Employees must use TRAC to initiate transportation, overnight lodging and meal reimbursement requests after engaging in a qualifying activity on behalf of the DOE.
 - Payment or Reimbursement for out of town/overnight travel expenses are permitted whenever authorized in accordance with the SOP.

Request for Use of Personal Vehicle

- Utilized if you intend to use your personal vehicle for official DOE business.
 - Utilize only if alternate means of transportation is not practical.
 - Should not be used due to preference.

Exception Request

- Utilized when lodging and/or meal rates exceed GSA limits.
 - Approval will be required by not only the initial approver but the executive director of the DFO.

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20-CV-02424-VEC-OTW

TRAC
Progress
Screen

NYC
Department of
Education

TRAC

An email has been sent to the approver. You will be notified as the TRAC progresses.
TRAC Tracking ID generated is : TR160000643

Next

You will receive a TRAC
Tracking ID number and an
email is sent to the approver.

#3B
MHB
20-CV-02424-VEC-OTW



Department of
Education

TRAC

Version 2.0

TRAC User Guide

Pending Approval | Show Chart

DOE Travel FAQs

Information

TRAC - USER OPTIONS

Please Select an option.

Before doing so, hold the mouse over each option to get a brief blurb of what each module means.

You may go directly to the SOP chapter on Travel and Conferences by clicking on the following link: "[Travel & Conference SOP](#)"

☐ Local Travel Reimbursement

☐ Out Of Town Travel-Request

☐ Out Of Town Travel-Request (International)

☐ Out Of Town Travel-Reimbursement

☐ Edit Rejected TRAC

Pending Approval

Pending TRAC Approval Requests

Search: Document Number

tr170015722 is currently awaiting approval by eric.friedman. Please email eric.friedman7@schools.nyc.gov to have this approved

Pending Personal Car Requests

#36

MHB

20-cv-02424-VEC-OTW



Department of
Education

TRAC

TRAC User Guide

Pending Approval | Show Chart

DOE Travel FAQs

Information

TRAC - USER OPTIONS

Please Select an option.

Before doing so, hold the mouse over each option to get a brief blurb of what each module means.

You may go directly to the SOP chapter on Travel and Conferences by clicking on the following link: "Travel & Conference SOP"

- ☐ Local Travel Reimbursement
- ☐ Out Of Town Travel-Req
- ☐ Out Of Town Travel-Req (International)
- ☐ Out Of Town Travel-Reimbursement
- ☐ Edit Rejected TRAC

Pending Approval

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Pending Personal Car Requests

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20-CV-02424-VEC-OTW

Travel
Details
Screen



**Department of
Education**

TRAC

Version 3.0

Information

Please enter:
The Traveler must
enter reasons and
justifications for the
trip. This screen is
used for both local and
out of town except that
the out of town screen
will show both a start
date and end date. For
out of town travel, the
traveler will be able to
choose the city and
state he/she is
traveling to. For local
travel, the traveler will
only be able to choose
within the 5 boroughs
of NYC. More travel
dates may be used by
clicking on "Add More
Dates (Fragmented
Travel)".

TRAC - TRAVEL DETAILS

Type in a Detailed Description of your trip

In narrative form give a detailed description of your trip:

Reasons And Justifications

Travel Destination :

NY

Travel Dates :

Note:
If greater than 3 participants from one Office/Division plan to attend an external retreat, meeting, or conference, the Leadership member must have DOE Chief Operating Officer (or designee) approval to attend.

Start Over

Back

Next

#3E
MHB
20-CV-02424-VEC-OTW

Expense Details Screen

Enter **Personal Vehicle Mileage** (if applicable). Click on either **Actual Mileage** or **Minimum Mileage**. Indicate actual mileage driven while using your personal vehicle for DOE business. A Personal Vehicle form has to be completed and approved to input information.

NYC Department of Education

TRAC

Information

These fields are for Local Travel Only. Place cursor over items with ? to get description.

TRAC - EXPENSE DETAILS

Expense Details for Travel Dates: 07/01/2022 - 07/01/2022

Click here to access GSA Rates: [GSA Rates](#)

For more information to visit: [Fedtravels.com](#)

Personal Vehicle Mileage: 0

☐ Actual Mileage ☐ Minimum Mileage

Actual Expenses

Mileage Cost:	\$0.00
Tolls:	\$0.00
Parking:	\$0.00
Ground Transportation:	\$0.00
Mass Transit:	\$0.00
Other:	\$0.00
Total:	\$0.00
Grand Total:	\$0.00

Start Over **Back** **Next** **Click Next**

TRAC

Save TRAC | Load TRAC

To access the current GSA (GENERAL SERVICES ADMINISTRATION) rates click on the link: GSA Rates cover Per Diem, Meals, Airfares, Hotels and Privately Owned Vehicles

Input:
 Mileage (Cost for miles used)
 Tolls
 Parking
 Ground Transportation
 Mass Transit
 Other

3F
 MHB
 20-CV-02424-VEC-OTW

Documents
Screen



Department of
Education

TRAC

The uploaded Document Name will be indicated

Please enter:

This convenient upload feature will allow you to attach receipts, agendas, itineraries, check card statements, bills, etc. and document types such as .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .gif, and .zip. These documents will be reviewed by your Approving Official for travel expenses. You will still be expected to submit original receipts for payment reimbursement purposes.

No.	Document Name	Size
1	test.docx	0.05 MB

* You must upload supporting documentation
(Only .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .gif and .zip files are allowed)
Total file(s) size cannot be more than 2 MB

Browse...

Upload

Click Upload

Start Over

Back

Next

Click Next

#318
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20-cv-02424-VEC-OTW

Documents
Screen



Department of
Education

TRAC

Information

TRAC - DOCUMENTS

Save TRAC | Load TRAC

Please enter:
Receipt will show you
to attach receipts,
Bills, etc. and
credit card statements,
Bills, etc. and
document types such
as .doc, .docx, .xls,
 .xlsx, .pdf, .jpg, .jpeg,
 .gif, .png and .zip.
These documents will
be reviewed by your
Approving Officer for
approval of the
travel expenses. You
will still be required to
submit original receipts
for payment
reimbursement
purposes.

No Receipts available for this TRAC.

* You must upload supporting documentation

(Only .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png
Total file(s) size cannot be more than 10MB)

Supporting Documentation is required to submit a TRAC.
Click the Browse button to search for documents contained
on your computer's hard drive or portable storage device.

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Department of
Education

TRAC

Version 1.0

TRAC User Guide

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20-cv-02424-VEC-OTW

Pending Approval | Show Chart

DOE Travel FAQs

Information

TRAC - USER OPTIONS

Please Select an option.

Before doing so, hold the mouse over each option to get a brief blurb of what each module means.

You may go directly to the SOP chapter on *Travel and Conferences* by clicking on the following link:
[Travel & Conference SOP](#)

- ☐ Local Travel Reimbursement
- ☐ Out Of Town Travel-Req
- ☐ Out Of Town Travel-Req (International)
- ☐ Out Of Town Travel-Reimbursement
- ☐ Edit Rejected TRAC

Pending Approval

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Pending Personal Car Requests



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TRAC

Version 2.0

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20-cv-02424-VEC-OTW

TRAC User Guide

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DOE Travel FAQs

Information

TRAC - USER OPTIONS

Please Select an option.

Before doing so, hold the mouse over each option to get a brief blurb of what each module means.

You may go directly to the SOP chapter on Travel and Conferences by clicking on the following link:
Travel & Conference SOP

- ☐ Local Travel Reimbursement
- ☐ Out Of Town Travel-Request
- ☐ Out Of Town Travel-Request (International)
- ☐ Out Of Town Travel-Reimbursement
- ☐ Edit Rejected TRAC

Pending Approval

Pending TRAC Approval Requests

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Pending Personal Car Requests



Department of
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TRAC

Version 1.0

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OTW

TRAC User Guide

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DOE Travel FAQs

Information

TRAC - USER OPTIONS

Please Select an
Option.

Before doing so,
hold the mouse
over each option
to get a brief blurb
of what each
module means.

You may go
directly to the SOP
chapter on Travel
and Conferences
by clicking on the
following link:
[Travel &
Conference SOP](#)

☐ Local Travel Reimburse

☐ Out Of Town Travel-Req

☐ Out Of Town Travel-Req
(International)

☐ Out Of Town Travel-
Reimbursement

☐ Edit Rejected TRAC

Pending Approval

Pending TRAC Approval Requests

Search: Document Number tr170015684

Search

tr170015684 is currently awaiting approval by eric.friedman. Pl
efriedman7@schools.nyc.gov to have this approved

Pending Personal Car Requests



Department of
Education

TRAC

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TRAC User Guide

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DOE Travel FAQs

Information

TRAC - USER OPTIONS

Please Select an option.

Before doing so, hold the mouse over each option to get a brief blurb of what each module means.

You may go directly to the SOP chapter on Travel and Conferences by clicking on the following link: "[Travel & Conference SOP](#)"

☐ Local Travel Reimburse

☐ Out Of Town Travel-Req

☐ Out Of Town Travel-Req
(International)

☐ Out Of Town Travel-
Reimbursement

☐ Edit Rejected TRAC

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'TR170015685' already sent to FAMIS.

Pending Personal Car Requests



Department of
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TRAC

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TRAC User Guide

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DOE Travel FAQs

Information

TRAC - USER OPTIONS

Please Select an option.

Before doing so, hold the mouse over each option to get a brief blurb of what each module means.

You may go directly to the SOP chapter on *Travel and Conferences* by clicking on the following link: "[Travel & Conference SOP](#)"

- ☐ Local Travel Reimbursement
- ☐ Out Of Town Travel-Request
- ☐ Out Of Town Travel-Request (International)
- ☐ Out Of Town Travel-Reimbursement
- ☐ Edit Rejected TRAC

Pending Approval

Pending TRAC Approval Requests

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tr170018427 is currently awaiting approval by eric.friedman. Please email eric.friedman7@schools.nyc.gov to have this approved

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TRAC

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TRAC User Guide

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DOE Travel FAQs

Information

TRAC - USER OPTIONS

Please Select an option.

Before doing so, hold the mouse over each option to get a brief blurb of what each module means.

You may go directly to the SOP chapter on *Travel and Conferences* by clicking on the following link:
[Travel & Conference SOP](#)

☐ Local Travel Reimbursement

☐ Out Of Town Travel-Req

☐ Out Of Town Travel-Req (International)

☐ Out Of Town Travel-Reimbursement

☐ Edit Rejected TRAC

Pending Approval

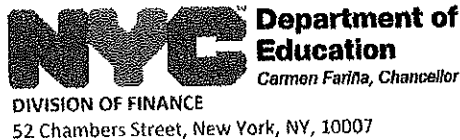
Pending TRAC Approval Requests

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'TR170015718' was Approved.

Pending Personal Car Requests

02-CR-02424-VEC-OTW



SCHOOL ALLOCATION MEMORANDUM NO. 52, FY 2018

DATE: July 17, 2017

TO: Community Superintendents
High School Superintendents
Field Support Center Teams
School Principals

FROM: Raymond J. Orlando, Chief Financial Officer

SUBJECT: Attendance Improvement/Dropout Prevention (AIDP) Discretionary Allocation

This memorandum allocates AIDP funds to support student services which address barriers to academic progress including attendance problems, family-related issues, and discipline problems. Services provided may include school guidance and counseling, attendance improvement efforts, and coordination of services provided by other agencies.

Table 1: Summary AIDP Discretionary Allocation

District	Allocation Category	Quick Code	Amount
Schools (D 1 – 32)	AIDP	078701	5,958,333
TOTAL			5,958,333

Funds in allocation category **AIDP** are for eligible schools for personnel costs, including attendance support positions such as family workers, guidance counselors, social workers and other staff members responsible for supplementing attendance programs with interventions or capacity development. Allocation category **AIDP** is exclusively for personnel costs plus local travel reimbursements for AIDP-funded staff. AIDP is available to schools to supplement attendance programs with personnel who have specialized skills and abilities to provide preventive and intervention services to students and families.

Schools with AIDP allocations will be asked to describe the job duties of school staff funded in part or whole by AIDP, including per session assignments. Schools that do not respond to the request for information risk losing the funding in the following years.


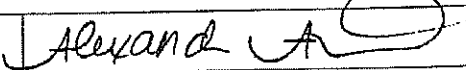
AIDP funds may **not** be used for staff who primarily perform operational duties like monitoring hallways or lunch rooms, or for staff that spend most of their time on daily attendance routines (collecting and scanning rosters, late notes, parent letters and calls). Schools that use AIDP to fund these non-allowable positions/roles will be removed from the AIDP discretionary allocation for FY 2019.

Ten schools, selected in prior years, will continue to receive funding to cover full-time school social workers who provide support to chronically absent students by identifying and addressing the factors that cause them to miss school. Schools may read more about best practices for increasing student attendance [here](#) on the Principals' Portal.

School Allocation Memorandum No. 52, FY 2018**Attendance Improvement/Dropout Prevention (AIDP) Discretionary Allocation****Table 2: Schools Allocation Summary**

FSC	FSC Team	Location	Amount
94MFSC	94MR03	01M378	1,000
94MFSC	94MR01	01M448	5,457
94AFSA	94AR05	01M450	25,490
94MFSC	94MR04	02M347	6,696
94AFSA	94AR03	02M393	1,000
94MFSC	94MR01	02M425	4,552
94AFSA	94AR03	02M546	1,000
94MFSC	94MR02	02M586	27,943
94MFSC	94MR02	02M655	18,565
94MFSC	94MR05	03M076	21,371
94MFSC	94MR05	03M149	34,476
94MFSC	94MR05	03M241	29,769
94MFSC	94MR05	03M256	13,097
94MFSC	94MR05	03M415	64,200
94AFSA	94AR03	03M860	16,865
94MFSC	94MR06	04M038	22,542
94AFSA	94AR03	04M555	16,594
94MFSC	94MR05	05M030	34,288
94MFSC	94MR05	05M036	13,390
94MFSC	94MR05	05M092	25,154
94MFSC	94MR05	05M129	45,295
94MFSC	94MR06	05M154	23,049
94MFSC	94MR06	05M175	31,677
94MFSC	94MR07	06M004	24,171
94MFSC	94MR07	06M018	50,272
94MFSC	94MR07	06M052	114,350
94MFSC	94MR02	06M552	1,000
94XFSC	94XR06	07X001	10
94XFSC	94XR06	07X296	12,240
94XFSC	94XR06	07X298	130,709
94AFSA	94AR02	07X527	102,500
94AFSA	94AR01	07X551	1,000
94AFSA	94AR02	07X600	74,843
94XFSC	94XR01	07X670	130,709
94XFSC	94XR07	08X048	24,027
94XFSC	94XR07	08X062	27,942
94XFSC	94XR07	08X123	56,806
94XFSC	94XR07	08X131	45,518
94XFSC	94XR01	08X282	1,000
94XFSC	94XR07	08X302	37,382
94XFSC	94XR07	08X367	1,000
94XFSC	94XR02	08X405	13,655
94XFSC	94XR08	09X004	61,410

44
in #13
02-cv-02424-VEC-OTW

	<p>The University of the State of New York The State Education Department Teacher Tenure Hearing Unit EBA Room 981 Albany, New York 12234</p>		<p>Ph: (518) 474-3021 Fax: (518) 402-5940</p>	
(06/12)				
<p>Notice of Determination of Probable Cause on Education Law §3020-a Charges</p>				
Instructions:	<p>This Notice must be served on the tenured employee along with a copy of the Education Law §3020-a charges, the Rights of Tenured Employees form and the Hearing Request/Waiver form.</p>			
<p>Tenured Employee Information</p>				
Name	Mary Hurd- Brown			
Address				
Address	P.O. BOX 1113			
City, State, Zip	Bronx, NY 10451			
<p>Notice to Tenured Employee</p>				
Date Charges Filed:		Date of Executive Session:		
<p>Please be advised that at a meeting in executive session on the above date the school district identified herein has found that there is probable cause for Education Law §3020-a charge(s) against you. The specific charges are attached to this form. Within <u>ten</u> (10) days of receipt of these charges, you must elect to request a hearing before an impartial hearing officer, or waive your right to such a hearing. Should you fail to so request or to waive your right to a hearing within the specified ten days, the district clerk or the secretary of the board of education will notify both you and the Commissioner of Education that a waiver has been deemed to have occurred and that the board of education will meet to determine the case and fix the penalty or punishment, if one is to be imposed.</p>				
<p>School District Information</p>				
District Name	District 2- Affinity Field Support Center			
Address		Phone	718-935-5618	
Address	131 Livingston Street 6th Floor		Phone 2	
City, State, Zip	Brooklyn, NY 11201		Fax	
Contact Name	Executive Director Alexandra Anormaliza	Email	AANDORMA@SCHOOLS.NYC.GOV	
<p>Authorized Signature</p>				
Name			Date	1/25/2019

#5
MHB

20-CV-02424-VEC-OTW

SPECIFICATIONS

MARY HURD-BROWN (hereinafter referred to as "Respondent"), under File #0736997, is a tenured Attendance Teacher employed by the Affinity Field Support Team. During the 2016-2017, 2017-2018 and 2018-2019 school years, Respondent engaged in misconduct, insubordination, verbal abuse, fraud, unauthorized absence, conduct unbecoming her position and neglect of her duties as follows:

In Particular:

SPECIFICATION 1: On about and between September 22, 2016 through February 17, 2017, Respondent:

- a. Failed to attend the mandatory Attendance Teacher Meetings scheduled on:
 - i. September 22, 2016.
 - ii. January 5, 2017.
- b. Stated to her supervisor in sum and substance, "I have no time for your meetings, I have home visits to do. I have nothing to learn from you."
- c. Failed to submit weekly iLogs.
- d. Failed to make required scheduled weekly visits to her assigned schools.

SPECIFICATION 2: On or about and between June 5 through 6, 2017, Respondent:

- a. Attended the New York State Attendance Teacher Conference, a non-Department of Education ("DOE") conference without prior permission from her supervisor.
- b. Failed to inform her supervisor she was attending a non-DOE conference.
- c. Failed to receive prior approval before attending a non-DOE conference.
- d. Failed to follow proper New City Department of Education and/or school policies and procedures regarding attendance.
- e. Stated to her supervisor, in sum and substance, "I didn't have approval. I never got approval before and I went to the conference anyway."

SPECIFICATION 3: On or about October 11, 2017, while assigned to the Urban Assembly School of Business for Young Women, Respondent:

- a. Stated to Student A* in sum and substance, "The apple doesn't fall far from the tree."
- b. Pulled out an Attendance Teacher badge to show students.
- c. While having the badge displayed stated to Student A in sum and substance, "If you want to take this to the next level, I will take you out of here in handcuffs."

SPECIFICATION 4: By committing the actions described in Specification 3, Respondent acted in a manner that has or would have the effect of unreasonably and substantially interfering with a student's mental, emotional, or physical well-being.

#5A
MHB
02-CV-02424-VEC-OTW

SPECIFICATION 5: By committing one, some or all of the actions described in Specification 3, Respondent acted in a manner which substantially interfered with a student's ability to participate in or benefit from an educational program, school sponsored activity or any other aspect of a student's education.

SPECIFICATION 6: On or about September 7, 2018, Respondent, while assigned at Stephen T. Mather Building Arts and Craftsmanship High School:

- a. Falsely recorded the time of her visit to East Side Community School (M450) on her timesheet.
- b. Made an unauthorized school visit to George Washington Educational Campus.
- c. Failed to record a site visit at George Washington Educational Campus on her timesheet.
- d. Failed to record that she left work early on her timesheet.
- e. Failed to notify her main school base supervisor, administration, or staff that she left work early.

SPECIFICATION 7: On or about September 21, 2018, Respondent:

- a. Performed an unauthorized home visit at approximately 6:37 a.m.
- b. Failed to follow proper school rules, protocols and procedures regarding early morning home visits.

SPECIFICATION 8: On or about September 25, 2018, Respondent:

- a. Walked away from her supervisor and/or administration while they were speaking with her.
- b. Refused to meet with her supervisor and/or administrators as directed.
- c. Stated to Assistant Principal Mayer, in sum and substance, "I don't have time to do Mather's assigned home visits for the week."

SPECIFICATION 9: On or about and in between September 25, 2018 and October 22, 2018, Respondent failed to perform her professional responsibilities when she:

- a. Failed to respond to a notice of a meeting scheduled for September 28, 2018.
- b. Refused to meet with her supervisor and/or administrators as directed.
- c. Failed to check-in daily with administrators as previously directed.
- d. Failed to attend Attendance Team meetings.
- e. Failed to develop and submit a weekly schedule.
- f. Refused to properly complete timesheets.
- g. Stated to her supervisor, in sum and substance, "No I don't have to." in reference to using timesheets provided to document her time.
- h. Failed to properly complete iLogs.

#5B
MHB
20-CV-02424-VEC-OTW

SPECIFICATION 10: On or about October 9, 2018, during a meeting with her supervisor and/or administration, Respondent:

- a. Shrugged and began to walk out of the meeting while stating in sum and substance, "I am leaving."
- b. Continued to walk away after being directed not to leave by her supervisor.
- c. Refused to reschedule the meeting.
- d. Refused to follow her agreed upon site visit schedule.
- e. Failed to complete her assigned scheduled home visits.

SPECIFICATION 11: On or about and between October 16 through 18, 2018, Respondent:

- a. Failed to properly log the number of home visits completed.
- b. Falsely reported the number of home visits conducted on:
 - i. October 17, 2018.
 - ii. October 18, 2018.

SPECIFICATION 12: On or about October 16, 2018, during a meeting her supervisor and/or administration, Respondent:

- a. Refused to acknowledge her supervisor and/or administration during questioning.
- b. Walked into the hallway, away from her supervisor and/or administration while they were speaking with her.
- c. Refused to re-enter the office when directed to do so by her supervisor and administration.

SPECIFICATION 13: On or about October 17, 2018, Respondent:

- a. Reported to Angelo Patri Middle School (M391), an unassigned school, without permission or authority from her supervisor.
- b. Stated to her supervisor, in sum and substance, "I went there to use the restroom, and to prove I worked that day."

SPECIFICATION 14: On or about October 22, 2018, during a meeting with her supervisor and/or administration, Respondent:

- d. Refused to acknowledge her supervisor and/or administration during questioning.
- e. Refused to speak during portions of the conference.
- f. Walked away from her supervisor and/or administration while they were speaking with her.

SPECIFICATION 15: On or about and between October 1, 2018 and November 19, 2018, Respondent:

- a. Failed to conduct a home visit for Student B*.
- b. Failed to conduct a home visit for Student C*.

#5C
MHB
20-CV-02424-VEC-OTW

- c. Failed to notify her supervisor and/or school administration that these visits were not conducted.

SPECIFICATION 16: During the 2016-2017, 2017-2018 and 2018-2019, school years,
Respondent:

- a) Failed to provide attendance support to one of more students under her supervision.
- b) Failed to follow the directives of her supervisors and/or administration.
- c) Failed to adhere to policies and procedures governing Attendance Teachers.
- d) Jeopardized student(s) academic progress by not adhering to proper protocols.

The foregoing constitutes:

- Just cause for discipline under Education Law §3020-a;
- Conduct unbecoming Respondent's position or conduct prejudicial to the good order, efficiency, or discipline of the service;
- Substantial cause rendering Respondent unfit to perform properly her obligations to the service;
- A violation of the by-laws, rules and regulations of the Chancellor, Department, School and/or District;
- Insubordination;
- Verbal Abuse;
- Unauthorized Absence;
- Misconduct;
- Fraud;
- Neglect of duty; and
- Just cause for termination

*Student Name(s) Will Be Provided Prior To Trial

* 5D
MHP
20-CV-02424-VEC-OTW